# OTTER TAIL COUNTY HISTORICAL SOCIETY 150TH ANNIVERSARY MICRO-GRANT PROGRAM

**PURPOSE**

To help celebrate Otter Tail County's 150th anniversary (1868-2018), the Otter Tail County Historical Society is sponsoring a Sesquicentennial Micro-Grant program. The purpose of the program is to provide small, one-time-only grants that engage in creative, short-term projects that benefit Otter Tail County citizens and communities and generate accomplishments people can take pride in.

# OBJECTIVES

Our goal is to fund projects that meet one or more of the following objectives:

* Projects that celebrate the culture, art, history and heritage of Otter Tail County.
* Projects that offer diverse entertainment including creative activities such as visual art, music, performance, literature and dance.
* Projects focused on Otter Tail County's natural environment.
* Community based projects that emphasize our rural sense of place.

Other funding considerations include, but are not limited to:

* The overall reach of the project or event.
* Whether the project has secured matching funds or other financial support.
* Whether the event or project can be replicated or reoccur annually.

# GRANT-MAKING PROCESS

Grant proposals may range from $500 to $1,000. Grants will be awarded through a competitive process managed by the Otter Tail County Historical Board of Directors. There will be three rounds of grants.

Round One

Grants applications available: October 1, 2017

Grant applications due: November 3, 2017

Grants awarded: November 15, 2017

Project completion date: March 30, 2018

Round Two

Grant applications due: March 2, 2018

Grant awarded: March 16, 2018

Project completion date: July 27, 2018

Round Three

Grant applications due: July 6, 2018

Grants awarded: July 27, 2018

Project completion date: December 28, 2018

Final reports and documentation of expenses must be received no later than 30 days after completion of the project.

# FUNDS CAN BE USED FOR PROJECT-RELATED EXPENSES SUCH AS:

* Materials to implement the projects
* Project promotion
* Other actual costs

# FUNDS CANNOT BE USED FOR:

* To pay salaries or wages or compensation for volunteer time
* Events that cost money to attend or items intended for sale
* Events or projects outside of Otter Tail County

**OTTER TAIL COUNTY HISTORICAL SOCIETY**

**150TH ANNIVERSARY MICRO-GRANT APPLICATION**

### Organization Information

|  |  |
| --- | --- |
|  |  |
| Name of organization | Legal name, if different |
|  |  |
| Address  | City, State, Zip | Employer Identification Number (EIN) |
|  |  |  |
| Phone | Fax | Website |
|  |  |  |  |
| Name of contact person | Title | Phone  | E-mail |
|  |  |  |  |

### Proposal Overview

|  |
| --- |
| Duration of project: \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ Month Year Month Year 1. Background
	1. Provide a summary of your proposed project/event.
	2. Describe how the proposed project/event addresses one or more of the grant objectives.
	3. What is the reach of your proposed project/event (e.g. how many, geographic region, etc.)
2. Implementation
	1. What are the intended outcomes for the event/project?
	2. What strategies and activities will be employed to achieve these outcomes?
	3. Who will carry out these activities? Do they have the requisite skills and experience?
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|  |  |

### Budget Summary

Complete the attached budget worksheet.

|  |  |
| --- | --- |
| Total project budget: |  |
| Total dollar amount requested of OTCHS:  |  |
| Total annual organization budget: |  |

### Authorization

|  |  |
| --- | --- |
| Name of Authorized Signer:  |  |
| **Signature** (scanned/electronic signature acceptable) |  |

**Proposed Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated PROJECT costs** | Cash REQUESTED OF OTCHS | Cash from AppLICANT & Other SOURCES | In-Kind FROM APPLICANT & OTHER SOURCES | Total Project |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL COSTS |  |  |  |  |
| **Sources of Funds for Project** | Cash | In-Kind Support | Total Project |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL SOURCES OF FUNDS |  |  |  |